



Where Children Come First

Vision

Our children will reach their maximum potential through high standards in teaching, learning and leadership. We will provide a caring, inclusive learning environment where everyone is valued and respected and prepare our children to become valuable members of the wider global community.

“Our vision is to create a school community where every child participates, excels and takes pride in their achievements...”

Mission Statement

The Grange Community Primary School allows everyone to participate by:

- Providing a welcoming, safe, happy school where everyone is respected and listened to; a school where we take pride in ourselves and our achievements, enabling all children to become confident and successful learners.
- Striving to be the hub of our local community and an integral part of our society; building and joining communities locally and beyond.
- Being a partner in the education of our pupils and being committed to working in partnership with our parents and wider community.

The Grange Community Primary School encourages everyone to excel by:

- Working for the highest possible standards of achievement and behaviour in a stimulating environment.
- Valuing independence, developing a deeper level of learning and providing a curriculum which enables our pupils to become active citizens of the future.
- Endeavouring to be a centre for outstanding teachers, where quality leadership is extended to professionals in other schools and where the staff are committed to their own learning journey and the sharing of quality practice.

The Grange Community Primary enables everyone take pride in their achievements by:

- Encouraging everyone to do their very best.
- Developing a love of learning inspired by quality teaching.
- Building and developing upon individual strengths and talents.

Introduction

The Grange CP School recognises its statutory duty to safeguard and promote the welfare of pupils, and that this extends to having arrangements in place for dealing with children not collected at the end of the school day or activity. This protocol, agreed with local authority education services, children and families assessment teams, police, and the Oxfordshire Safeguarding Children Partnership (OSCP), explains those arrangements.

This protocol is shared with parents/carers in writing when a child first starts at the school, and is referred to in the school's child protection and safeguarding policy. Parents must provide the school with up-to-date contact details including at least two emergency contacts. The school will remind parents to notify us of any changes.

The Grange CP School will care for a pupil until collected by a parent/carer, or until alternative arrangements are made with Social Care or the police. The Designated Safeguarding Lead (DSL) will keep a record of incidents where children are not collected, parents are late without good reason, or incidents are repeated. Any welfare concerns will be dealt with under child protection procedures.

The Headteacher will discuss incidents with parents/carers at the earliest opportunity to prevent recurrence. Where there are three or more episodes in six weeks, the local assessment team will be consulted.

Procedure

If a child is not collected:

1. The DSL/Headteacher or CAFO (Child and Family Officer) will be informed and will try to contact the parent/carer and named emergency contacts (Appendix A). The child will attend Wrap Around Care meanwhile.
2. If by 3.45pm (or 20 minutes after a club ends) no contact is made, the Headteacher/DSL will contact the police. If the child is known to MASH, the social worker or duty team will also be contacted.
3. When contacting police/MASH, the following information will be provided:
 - Circumstances of the incident
 - Child's personal details and needs
 - Parent/carer contact details
 - Any child protection concerns or previous incidents
4. Police/MASH will advise, carry out checks, and attempt contact. If no appropriate carer is available, MASH will arrange a safe placement, possibly with temporary foster care. Police may issue a Police Protection Order if necessary.
5. Transport will take account of staff availability, insurance, gender balance, and the child's needs. Ideally two adults should be present. A taxi with an escort may be used if necessary.

Children Regularly Transported Home

Where a child is escorted home and no one answers at the address, the driver must notify school immediately. Details will be recorded, and unless otherwise instructed, the driver will return the child to school after completing other drop-offs. The driver will leave a proforma (Appendix B) at the address with school contact details. If the parent/carer remains unreachable, school will liaise with police/MASH for the child's home area.

Major Incidents

If many children are not collected due to a major incident, they may be cared for at a single safe location. The assessment team should be contacted immediately. Oxfordshire County Council's emergency plan will cover serious situations including overnight placements.

APPENDIX A

CONTACT TELEPHONE NUMBERS

School:	The Grange CP School	Tel:	01295 257861
Head teacher:	Bev Boswell		01295 257861
Designated person	Bev Boswell		01295 257861
MASH		Tel:	0345 050 7666

APPENDIX B

Dear Parent/Carer

On _/_/____ at (time), there was no response when your child(ren) was/were returned to the address as previously arranged.

Unless the school instructs otherwise, the driver will return your child to school and arrangements will be made to ensure their safety.

Please contact the school on [number] as soon as possible. If no-one is available, please contact the Early Years and Families Assessment Team on [number], or the police on [number].

Yours faithfully,

* Please ensure these details are completed by the school before leaving the school and a copy is given to the driver before leaving the school premises

Signed:

Date:

Headteacher

* Details must be completed by the school before leaving and a copy given to the driver.



Children Not Collected From School Policy 2025-26 APPROVED

